



CAREER OPPORTUNITY

CITY OF LA HABRA, CALIFORNIA
HUMAN RESOURCES DEPARTMENT * P.O. BOX 337 * 90631
201 E. LA HABRA BLVD. * LA HABRA, CA * (562) 383-4079

CIVIC CENTER

Canvasser (Part-time)
\$11.00/hr.

The City of La Habra is recruiting for the position of part-time Canvasser in the Police Department and to establish an eligibility list for future openings. Canvassers work flexible hours during the day, 25 hours per week; may include Saturdays and early evening hours.

DEFINITION:

Under supervision, to canvass door to door for dog licenses and complete appropriate paperwork.

ESSENTIAL DUTIES:

- Canvass door to door checking for dog licenses.
- Record owner information.
- Complete required paperwork and forms.
- Issue licenses.
- May collect dog license fees.
- Issue notices of correction.
- Perform data entry.
- Perform other related duties as required.

QUALIFYING KNOWLEDGE, SKILLS AND ABILITIES:

Ability to learn and perform canvassing duties; skill in establishing and maintaining effective working relationships; ability to deal effectively with the public; skill in and ability to complete paperwork and forms accurately; knowledge of basic mathematical computations; ability to work independently; requires physical ability to go door to door. Ability to speak English and Spanish fluently preferred, but not mandatory

LICENSE REQUIREMENTS:

A California Class C driver's license is required.

APPLICATION PROCESS:

Applications are available in the City's website at www.lahabracaca.gov or in the Human Resources Department. **Completed applications will be accepted until the position is filled.** Applications will be screened and those with the most suitable qualifications will be invited for an oral interview. Final candidate must complete a drug/alcohol screening and background investigation.

If any accommodation is needed during the interviewing or testing process, please notify the Human Resources Department at least five days in advance of your scheduled appointment so that we may be able to provide a reasonable accommodation.

***This bulletin is not a contract, neither expressed nor implied.
Any provision herein may be modified or revoked.***